

SPAWARINST 4651.3I  
SPAWAR 01-4  
23 Sep 1998

SPAWAR INSTRUCTION 4651.3I

From: Commander, Space and Naval Warfare Systems Command

Subj: TRAVEL POLICY AND PROCEDURES

Ref: (a) JFTR, Appendix O/JTR, Appendix K, Chapter 4 (Test)  
(b) Joint Travel Regulations, Volume 1 (JFTR), Uniformed Service Members  
(c) Joint Travel Regulations, Volume 2 (JTR), DoD Civilian Personnel  
(d) ASN(FM&C) memo 7000 FM)-111 of 14 October 1997  
(e) SPAWARINST 12570.2

1. Purpose. The purpose of this instruction is to issue Space and Naval Warfare Systems Command (SPAWAR) temporary duty (TDY) travel policy and procedures. This instruction designates travel authorizing officials, defines the local commuting areas for SPAWAR and PEO-SCS Headquarters personnel, and briefly defines the SPAWAR and PEO-SCS Permanent Change of Station (PCS) process. Since this is a complete revision, marginal notations are not shown.

2. Cancellation. SPAWARINST 4651.3H of 17 November 1988 is cancelled.

3. Background and General Information. SPAWAR and PEO-SCS headquarters personnel travel is administered under DoD Simplified Travel Entitlements using the Travel Manager Plus (TMP) system. Reference (a) and the paragraphs in references (b) and (c) cited in it are all inclusive for TDY travel. Paragraph U1039 of reference (b) and paragraph C1000, Item 5, of reference (c) authorize certain activities, including SPAWAR Systems Center San Diego to participate in DoD tests of simplified travel entitlements. SPAWAR and the PEO-SCS, by being supported by SPAWAR Systems Center San Diego, is included in the SPAWAR Systems Center San Diego test, and is therefore authorized to use reference (a). Reference (a), which applies to both uniformed service members and DoD civilian personnel, is available on the SPAWAR network by clicking <http://www.dtic.mil/dodtravel/entitle.html>. Additional information on the pilot test is available by clicking <http://iweb.spawar.navy.mil/products/dts/index.html>. References (b) and (c) are available at <http://www.dtic.mil/perdiem/>.

4. Policy.

a. Authorizing officials (designated in paragraph 5) shall limit official TDY travel to that necessary to carry out the SPAWAR and PEO-SCS missions. Travel shall be performed by the most economical means available, by the minimum number of personnel for the minimum time, consistent with requirements of the travel mission.

23 Sep 1998

(1) The recent BRAC-directed relocation of the SPAWAR and PEO-SCS Headquarters from Arlington, Virginia, to San Diego, California, has caused a number of service members and employees to relocate without their family members. Authorizing officials shall take particular care to ensure that requested travel to the Washington, D.C. metropolitan area for those personnel is necessary in furtherance of the SPAWAR or PEO-SCS mission, and that the designated traveler is the most appropriate person to travel.

(2) Travelers to the Washington, D.C. metropolitan area whose families reside in that area (or travelers to any locale where their families reside) shall take particular care to avoid any appearance of impropriety in connection with their official travel. Such travelers shall consult applicable regulations and seek supervisory guidance as necessary in connection with any requests for leave or liberty before, during, or upon completion of TDY.

b. A traveler on TDY travel shall exercise the same care that a prudent person would exercise on personal business according to reference (a), par. T4020-B1. Examples of actions which fall short of that standard are excess costs, circuitous routes and delays, and luxury accommodations not necessary or justified in performing the travel mission. Employees are responsible for excess costs or additional expenses incurred for personal preference or convenience.

c. SPAWAR administrative travel should generally be funded from the SPAWAR O&M,N administrative travel account that is allocated to each directorate and staff code. PEO-SCS travel should be funded from funds available to PEO-SCS. Program related travel should be funded from the O&M,N program line, except when it is integrally related to the technical execution of a specific RDT&E,N project, in which case the travel may be funded from the RDT&E,N project. As a general rule, TDY travel should be charged to current fiscal year funds. Travel that crosses fiscal years shall be funded with two lines of accounting, one for each fiscal year. Travel costs shall not be charged to procurement appropriations (i.e., OPN, WPN, APN, or SCN).

d. In accordance with reference (d), all travel by SPAWAR and PEO-SCS personnel for the benefit of another service (Army, Air Force, or other DoD agencies) shall be funded on a reimbursable basis by the requesting service. Directorates/staff codes/PEO-SCS should request a Military Interdepartmental Purchase Request (MIPR) from the requesting service to fund interservice travel.

e. Travelers shall arrange transportation, i.e., air and rail reservations and tickets, rental car reservations, and government transportation, through the nearest Transportation Office (TO) and Commercial Travel Office (CTO) according to par. T4020-B3 of reference (a). The TOs most used by SPAWAR are the Personnel Support Detachments (PSDs) in Arlington, VA, and San Diego, CA. The CTOs most used are the Scheduled Airline Traffic Offices (SATO) in Arlington and San Diego. The nearest TO and CTO will make all airline arrangements using the employee's itinerary as a guide. Unless instructed otherwise, CTOs will arrange official travel on coach fares on contract flights. Authorizing officials may grant exceptions as allowed in par. T4060-B1b of reference (a). When contract city pairs have multiple airports in the same city

23 Sep 1998

(origin or destination), and when fares at the airports differ significantly, contract flights that result in the lowest cost trip and accomplish the mission shall be used.

f. Authorizing officials may authorize premium class airfares on an exception basis when the conditions outlined in reference (a), par. T4060-B1c apply. Only the Secretary of the Navy can authorize the purchase of a first class airline seat at government expense.

g. Multiple employees having the same TDY destination shall share rental vehicles.

h. Authorizing officials may not direct use of a privately owned conveyance (POC) on TDY travel but may permit such use when advantageous to the Government in accordance with pars. T4030-E and T4060-B1 of reference (a).

i. Travelers shall arrange all lodging (BOQ/BEQ/Navy Lodge and commercial hotel/motel) through the servicing CTO. Travelers and authorizing officials shall ensure maximum use of adequate government quarters (par. T4040-A1 of reference (a)). For travel to a city instead of a government installation, travelers shall use government quarters when they are within a 30-minute commute during rush hour of the TDY location. Authorizing officials may exempt travelers from using government quarters only when such use would adversely affect mission performance. If quarters are not used, travelers will be reimbursed for lodging costs only if either the CTO notes non-availability on the Trip Record or the authorizing official's reason for determining use of quarters would not meet mission requirements is documented on the Trip Record.

j. Supervisors may authorize annual leave for travelers to be taken before, during, or after TDY as provided in reference (a), par. T4060-B1e. For civilian travelers, the rules in par. C4563-C of reference (c) apply. Costs associated with annual leave in conjunction with travel are not reimbursable by the government. Travelers authorized rental cars for official business that they also use while on leave must prorate the costs of the rental cars between personal and official use on travel claims. Travelers are cautioned to arrange insurance coverage while using rental cars for personal use. If a traveler with authorized leave while on TDY wants to go to a destination in addition to the TDY location, the traveler should take the TDY ticket back to the CTO and exchange it for a ticket that includes the personal destination, paying any additional costs from personal funds.

k. SPAWAR directorates and staff codes and the PEO-SCS PMWs shall request SPAWAR 01-41 to provide personnel who are expected to perform official travel (regardless of rank or grade) a government-sponsored, contractor-issued travel (charge) card for major travel expenses. Refer to pars. T4020-B6 and T4050-A5 of reference (a).

l. As provided in par. T4030-I of reference (a), an authorizing official may permit a traveler who routinely travels on TDY travel or training assignments for periods of more than three weeks to return periodically to the Permanent Duty Station (PDS) or home on non-workdays. The authorization may include round-trip transportation and per diem en route. Authorizing officials may determine the frequency of such return trips for non-business purposes, but

23 Sep 1998

generally shall limit them to a trip every three or four weeks. As provided in par. T4060-B4 of reference (a), authorizing officials may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses and only when they determine that the savings outweigh the costs of such periodic return travel. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave.

m. Authorizing officials also may require travelers to return to the PDS at any time for official business. There is no limit on the number of return trips authorized for official business. However, care should be exercised not to unduly disrupt the TDY assignment. It is the authorizing official's responsibility to ensure that sufficient funds are available to support travel expenses prior to authorizing return trips.

n. Travelers may voluntarily return home during intervening weekends and holidays for personal convenience, as provided in par. T4030-J of reference (a). Entitlements for round trip transportation and en route per diem are limited to the amount of per diem the government would have paid had the traveler remained at the TDY location.

5. Designation of Authorizing Officials. (Note: the term "authorizing official" in this instruction is synonymous with the term "approving official" used in earlier instructions and memorandums). Authorization is giving permission before travel or the after-the-fact ratification or confirmation of an act done during travel. An authorizing official is the individual who controls the mission, authorizes the trip, and controls funds used for travel. SPAWAR and PEO-SCS authorizing officials are as follows:

a. SPAWAR directorate and staff code directors and their deputies are designated as travel authorizing officials for TDY travel. PEO-SCS and PEO-SCS-A are travel authorizing officials for the PEO-SCS organization. This includes TDY travel of non-SPAWAR/PEO-SCS personnel, i.e., invitational travel, in support of SPAWAR/PEO-SCS programs. This also includes authorizing actual lodging expense that exceeds published per diem rates (up to limits set in TMP) as provided in par. T4040-A1c of reference (a). This does not include authorization of long-term TDY travel (six months or longer at any one location), which shall be processed and authorized in accordance with reference (e).

b. SPAWAR directorate and staff code directors and the PEO-SCS and PEO-SCS-A may delegate their authority to PMW and division directors and their deputies. Directorate and staff code directors and PEO-SCS/PEO-SCS-A may delegate to lower levels only with the specific concurrence of the Deputy Commander. They shall inform SPAWAR 01-41 of all delegations in writing.

c. Travel authorizing officials other than directorate and staff code directors may not authorize their own travel. SPAWAR directorate and staff code directors and the PEO-SCS and PEO-SCS-A may authorize their own travel; however, all self-authorized travel will be audited by DFAS. Alternatively, SPAWAR 00, 03, 09, or 00E will authorize travel for SPAWAR

23 Sep 1998

directorates and staff code directors. PEO-SCS or PEO-SCS-A will authorize travel for their PMWs and staff codes.

6. Authorizing Official Responsibilities. SPAWAR directorates and staff code directors and the PEO-SCS are responsible for all travel within their organizations. This includes ensuring that travel is in the best interests of the government and is performed in the most efficient and economic manner with the minimum personnel. Anyone within an organization administering travel is doing so in the name of the directorate or staff code director or the PEO-SCS. Specific responsibilities are as follows:

a. Authorize TDY travel of duration up to six months at any one location. Prior to authorizing TDY travel for periods greater than 30 days, authorizing officials shall obtain and document (e-mail will suffice) SPAWAR 03 or 09 concurrence for SPAWAR travelers and PEO-SCS or PEO-SCS-A concurrence for PEO-SCS travelers. Refer to reference (e) for long-term TDY (six months or longer at any one location) processing and authorization procedures. Authorization of TDY travel and approval of claims in TMP is the authorizing official's validation that the travel is authorized in accordance with this instruction.

b. Arrange for employees who are expected to perform official travel to be provided a government-sponsored travel card. Directorates, staff codes and PEO-SCS may obtain unit travel cards (contact SPAWAR 01-41) for use by new employees/travelers who have not yet obtained individual travel cards.

c. Enforce travel policy and procedures provided in this instruction and its references.

d. Initiate authorization letters for non-SPAWAR/PEO-SCS personnel traveling on SPAWAR or PEO-SCS funds in accordance with paragraph 10 of this instruction. Follow up on authorization letters and claims for non-SPAWAR/PEO-SCS personnel.

e. Ensure, for overseas travel, that travelers meet with the SPAWAR Security Office (SPAWAR 07X) for guidance and required approvals for foreign travel and transport of classified material, if appropriate. Ensure that travelers meet with the Travel Administrator in SPAWAR 01-41 for forms and guidance on obtaining passports and visas.

f. Ensure that travelers have security clearances on file at activities or organizations being visited. The SPAWAR *Security Manual* provides instructions on preparing visit requests.

g. Review and release travel expense reports in TMP.

7. SPAWAR 01-41 Travel Administrator Responsibilities.

a. Process canceled orders and tickets.

23 Sep 1998

b. Coordinate necessary travel and TMP support with the SPAWAR Systems Center San Diego Travel Office and with TOs and CTOs. The SPAWAR Systems Center San Diego Travel Office delivers tickets to SPAWAR travelers who are in San Diego.

c. Administer the Simplified Travel Entitlements program and the TMP system for SPAWAR and PEO-SCS.

d. Ensure funds availability through TMP.

e. Process letters of authorization for SPAWAR/PEO-SCS funded travel by non-SPAWAR/PEO-SCS personnel.

f. Process local travel claims.

g. Administer the government travel card program. This includes: (1) providing eligible personnel with travel card applications; (2) fully informing personnel on the rules and regulations governing use of travel cards; and (3) assisting directorates and staff codes in obtaining unit cards to be used by new employees/travelers who have not obtained individual cards. This also includes reviewing the monthly travel card account activity report for SPAWAR/PEO-SCS cardholders for propriety of card usage in accordance with paragraph 9 of this instruction.

8. Traveler Responsibilities.

a. Arrange transportation and lodging through the nearest TO and CTO.

b. Coordinate with the authorizing official and the supporting CTO when emergency travel does occur to get the authorizing official's approval and get tickets from the CTO. On weekends and non-work days or after CTO's are closed, travelers may call the appropriate CTO emergency phone number (1-800-359-9999) to get airline tickets.

c. Apply, through SPAWAR 01-41, for a government travel card. Use the travel card for official travel expenses (lodging, meals, car rentals, and cash withdrawals) in accordance with government and travel card requirements and rules (available from SPAWAR 01-4). The card shall not be used for personal purchases or cash advances for personal needs. Return the card to SPAWAR 01-41 upon termination of SPAWAR/PEO-SCS employment.

d. Notify SPAWAR 01-41 as soon as it is known that a trip is canceled. Any tickets already received must be returned to SPAWAR 01-41.

e. Submit travel expense reports (claims) electronically using TMP within 10 days after returning from travel, or notify the authorizing official of extenuating circumstances that delay submission (reference (a), par. T4050-C1). Submission of claims with false statements or receipts violates federal law and is punishable as such. Additionally, claims submitted with false or inflated figures and reconstructed dates constitutes a violation of the penal code and may result

23 Sep 1998

in forfeiture of even legitimate expenses included in the claim. Refer to par. T4020-B10 of reference (a).

f. Submit all receipts for lodging and receipts for any other individual official travel expenses of \$75 or more with the travel expense report to the authorizing official for review as required by reference (a), pars. T4050-B2 and T4060-B6. After approval of expense reports, authorizing officials will return receipts to travelers.

g. Retain receipts for three years in case the Defense Finance and Accounting Service randomly selects them for examination.

h. Coordinate overseas travel with the SPAWAR Security Office (SPAWAR 07X) for guidance concerning foreign travel, obtaining area or embassy clearances, and transport of classified materials, if appropriate. Coordinate with the Travel Administrator in SPAWAR 01-41 for forms and guidance concerning obtaining passports and visas.

i. Obtain verbal approval from the authorizing official of deviations from authorized itineraries as provided in reference (a), par. T4050-B1. Deviations may occur for either the conduct of official business or for the personal benefit of the traveler. Early return to SPAWAR/PEO-SCS after completing travel is not considered a deviation. Deviations from approved itineraries for personal reasons are at the traveler's own cost. Unauthorized deviations may constitute grounds for disciplinary action. Travelers must report all deviations from authorized travel itineraries, approved or not, on travel expense reports.

j. Comply with Federal and DoD ethics rules when accepting travel benefits and promotional items in accordance with pars. T4020-B8 and -B9 of reference (a).

9. Improper Use of Government Charge Card.

a. The Government travel charge card program was established to facilitate official travel of government personnel. Personal use of a government charge card violates the Standards of Conduct for Employees of the Executive Branch. The SPAWAR Travel Administrator (SPAWAR 01-41) reviews the monthly travel card account activity report for SPAWAR/PEO-SCS cardholders, which lists charges made on travel cards, for propriety of card usage. Questionable charges are referred to the appropriate SPAWAR official (directorhead or deputy) or PEO-SCS official for determination whether;

(1) the use of the card was appropriate;

(2) the use of the card was unauthorized, or

(3) further investigation by the SPAWAR Inspector General (IG) is required.

23 Sep 1998

b. The SPAWAR or PEO-SCS official may request the SPAWAR IG (SPAWAR 00G) to open an investigation. If they do, SPAWAR 00G will gather relevant information, interview the traveler, and may ask the traveler to submit written sworn statements, as necessary. SPAWAR 00G findings and recommendations will be forwarded to the requesting official for decision and appropriate action.

c. The SPAWAR or PEO-SCS official is advised to review findings and consult with the SPAWAR Human Resources Office (SPAWAR 07-2) and the Office of Counsel (SPAWAR 00C) (in the case of civilian personnel), or the SPAWAR Staff Judge Advocate (00G) (in the case of military personnel), as appropriate. The SPAWAR or PEO-SCS official will determine the appropriate administrative or disciplinary action to be taken. This may include prohibiting further travel by the employee, requesting SPAWAR 01-4 to suspend the charge card, or other disciplinary action. The deciding official should notify SPAWAR 01-41 of their determination so that appropriate actions may be taken.

#### 10. Travel By Non-SPAWAR/PEO-SCS Personnel on SPAWAR/PEO-SCS Funds.

a. If non-SPAWAR/PEO-SCS personnel must use SPAWAR or PEO-SCS travel funds in support of programs, the issuing SPAWAR directorate or staff code (or PEO-SCS) must initiate a Travel Fund Authorization letter. Contact SPAWAR 01-41 for a sample format and guidelines. The letter shall be routed through SPAWAR 01-41 for the funds availability certification and signature. Upon signature, SPAWAR 01-41 will return the letter to the issuing code for mailing and maintenance of a copy for three years for audit purposes. Travel orders and tickets are provided by the receiving activity's CTO. Advances are not authorized.

b. If the non-SPAWAR/PEO-SCS person is an employee of an OPNAV or ONR resource sponsor, a written memorandum from the resource sponsor stating that the person is authorized to travel on program funds held by SPAWAR or PEO-SCS must be provided to the authorizing official and retained for three years for audit purposes.

#### 11. PCS.

a. PCS orders for SPAWAR and PEO-SCS civilian personnel are prepared by SPAWAR 01-41 in accordance with reference (c), par. C3151. Other sections of reference (c) govern PCS entitlements for civilians (PCS is not included in the simplified entitlements test). PCS order inquiries should be directed to SPAWAR 01-41. Entitlement questions should be directed to SPAWAR 00C. SPAWAR 01-41 shall forward completed PCS orders via the directorate or staff code for review and concurrence to SPAWAR 09 or 00 or the PEO-SCS, as appropriate, for authorization signature. SPAWAR 01-41 shall authenticate the orders, certifying funding availability, and provide originals to the persons making the PCS moves. Expense claims should be submitted to the DFAS Operating Location in San Diego for review and payment, with the exception of real estate expense claims, which should be submitted to SPAWAR 00C for legal review and forwarding to the DFAS Operating Location for payment.



23 Sep 1998

b. PCS orders for military personnel are prepared by the Bureau of Naval Personnel and processed by the servicing PSD. Expense claims are submitted to the servicing PSD.

12. Travel Within the Limits of the Permanent Duty Station (PDS).

a. When it is determined to be advantageous to the government, authorizing officials may authorize or approve reimbursement for transportation expenses, and in some cases meals, necessarily incurred by employees conducting official business in the local area of the PDS. TDY orders are not required for local transportation and employees who perform travel within the limits of the PDS are not entitled to per diem. Refer to par. T4040-D of reference (a), par. U3500 of reference (b), and par. C2400 of reference (c).

b. The limits of the PDS in San Diego, California, are defined as the area within the limits of SPAWAR/PEO-SCS Headquarters in the Old Town Complex and the surrounding metropolitan area which is ordinarily served by common carriers. It includes separate cities, towns, and installations adjacent to the Old Town Complex within which the commuting public travels during normal business hours on a daily basis.

c. The limits of the PDS in Arlington, Virginia, are defined as follows:

- The District of Columbia.
- Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, Saint Mary's, and Washington counties in Maryland.
- Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpepper, Orange, Stafford, Spotsylvania, King George, and Clarke counties in Virginia.
- Adams County in Pennsylvania.
- Baltimore City in Maryland.
- The cities of Alexandria, Fairfax, Falls Church, and Fredericksburg in Virginia.
- All cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the counties cited above.

d. An authorizing official shall determine whether a specific trip should be considered TDY travel requiring overnight lodging and per diem or travel within the limits of the PDS. If a trip is determined to be travel within the limits of the PDS, the employee's immediate supervisor (or the authorizing official) must authorize the local trip in advance, either in writing or orally.

e. The mode of transportation used must be determined by the immediate supervisor or other authorizing official to be advantageous to the government. Government vehicles or public transportation shall be used whenever available. Taxicabs and rental cars shall be the last transportation choices because of their relatively high cost. SPAWAR/PEO-SCS personnel who receive approval to use a rental vehicle for local travel shall obtain the government rate and use the most economically sized vehicle that will accomplish the mission.

23 Sep 1998

f. When a private vehicle is authorized for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee will only be paid mileage for the distance that exceeds the employee's commuting distance, at the prevailing rate per mile. Examples of calculations of reimbursements are in par. U3505-C of reference (b) and par. C2401-C of reference (c).

g. Employees may be reimbursed for parking, except that payment for parking in the Crystal City complex will not be approved for employees for whom Crystal City is the PDS.

h. When the duration of local travel status exceeds the employee's normal workday plus two hours, the employee may be reimbursed for meals on a quarter-day basis under par. T4040-D2 of reference (a).

i. To claim reimbursement for expenses incurred while performing local travel, the traveler must submit an approved Claim for Reimbursement for Expenditures on Official Business (SF 1164) (template in Fed Forms on the SPAWAR network) to the directorate/staff code/PEO-SCS authorizing official for signature. The authorizing official will forward approved claims to SPAWAR 01-41 for funds availability check, assignment of document number, obligation, and forwarding to DFAS OPLOC San Diego for payment.

13. Forms. Contact SPAWAR 01-41 for the proper forms and formats to use.

14. Action. All SPAWAR and PEO-SCS headquarters personnel who initiate, authorize, perform, or process TDY and TAD travel shall comply with the procedures and guidelines in this instruction.

/s/

ROBERT J. MARTIN  
Vice Commander

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